



OPERATOR CERTIFICATION RENEWAL APPLICATION

As of **July 1, 2016** Renewal fees **must** be submitted along with this renewal application. The fee for renewing is based on how many certificates you are renewing:

Certificate Renewal: (R18-14-301)

- One Certificate – \$150.00
- Two Certificates – \$200.00
- Three Certificates – \$250.00
- Four Certificates – \$300.00

To renew your certificate(s) fill out the information requested below on page two. Submit the completed renewal application along with the appropriate fee to the address below. Make your check payable to ADEQ.

A professional development hour (PDH) is equal to one contact hour of continuing education. A total of 30 professional development hours are required for each 3-year renewal period regardless of the number of certificates that are held by an operator. ADEQ will apply the submitted PDHs earned from the Effective Date of the issued certificate to the Expiration Date. PDHs earned prior to the Effective Date or after the Expiration Date shall not be applied to the current renewal period. **Record each day of training on a separate line.**

The type of PDH acceptable to the Department for certificate renewal include, but are not limited to: an approved college course, a course offered by a Certified Environmental Trainer, regulatory and tribal agency training, certain types of in-house training, technical conferences, correspondence courses, and manufacturer product training. An accredited college course is usually recorded in credit hours. In general, 1 college credit hour = 10 PDHs. If an operator has a question about a specific type of training, please call the Operator Certification Program for approval before attending the training. The Department randomly audits renewals and may ask an operator to provide the applicable documentation. Keep your renewal/PDH documentation for five years in case you are asked by the Department for verification.

The bottom of the next page asks if you want to be subscribed to the **Operator Certification List Serve**. This list serve sends out renewal reminders, workshop notifications, Monitoring Tips of the Month, and more operator related information. **Check YES** if you want to be subscribed. Please make sure to provide an email address on the renewal application.

Mail this completed application and payment to:

Arizona Department of Environmental Quality
Operator Certification Program
1110 W. Washington St., Mail Code 5480E
Phoenix, AZ 85007
Phone: (602) 771-4511

Visit our ADEQ online Operator Certification Database to verify your certificates have been renewed
<http://www.azdeq.gov/databases/opcertsearch.html>
allow 30 days for processing.

Pursuant to A.R.S. § 41-1030:

- 1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- 2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- 3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

Operator Certification Renewal Application

Name: _____ Operator Number OP0: _____ SSN: (Last Four Digits Only) _____

Mailing Address:

City: _____ State: _____ ZIP: _____

Home Phone: Work Phone: Email:

PWS/WWS Name and Number:

Indicate the type, grade, and expiration date for each certificate that you hold.

TYPE	GRADE 1	GRADE 2	GRADE 3	GRADE 4	EXP. DATE
Water Distribution					
Water Treatment					
Wastewater Collection					
Wastewater Treatment					

Please check how many certificates you are renewing **1 (fee is \$150)** 2 (fee is \$200) **3 (fee is \$250)** 4 (fee is \$300)

[illegible]

The following must accompany this application:

- Renewal fee made payable to ADEQ; Money Order, Check or Cashiers Check is preferred.

Would you like to be subscribed to the Operator Certification List Serve? YES NO

Your signature below certifies that the operator certification renewal application is correct and you have attended and completed all the training listed on the renewal application above. Understand that any falsification on this application may subject the certificate(s) to denial, suspension, probation and/or revocation. (R18-5-109). Allow 30 days for processing.

Signature_____

Date_____